



Michigan Supreme Court

State Court Administrative Office

Trial Court Services Division

Michigan Hall of Justice

P.O. Box 30048

Lansing, Michigan 48909

Phone (517) 373-4835

Jennifer Warner
Director

MEMORANDUM

DATE: May 8, 2017

TO: Chief Judges
Court Administrators
County Clerks

FROM: Jim Inloes, Management Analyst
Robin Eagleson, Management Analyst

RE: Juror Summons

The Michigan Department of Civil Rights has received information from the public regarding juror summonses issued by trial courts. Specifically, the public has voiced concern about the lack of information placed on the juror summons to request an accommodation under the Americans with Disabilities Act (ADA).

Because the ADA requires public entities to provide access to all programs and services, it is important that the courts include in the juror summons information regarding a juror's right to request an accommodation under the ADA. This not only will assist the potential juror in securing the accommodation before they report, but it will also alert the jury clerk, in advance of jury selection, to the fact that a potential juror may need an accommodation.

We suggest that you contact your court's software vendor and/or jury clerk to determine the extent of the effort to include that language in your summons. In the alternative, you may include with the summons a separate document outlining the process to request an accommodation under the ADA. If you have questions, please contact Jim Inloes or Robin Eagleson at TrialCourtServices@courts.mi.gov.